

July 2022

# KNOX COUNTY HIGH SCHOOL



## FLEX PROGRAM HANDBOOK

*2022 - 2023*

**Table of Contents**

Course Rationale	3
Course Description	3
School Flex Program Student Objectives	3
Missouri Department of Elementary & Secondary Education Guidelines	3
Knox County High School Flex Program Guidelines	4
Appendix	6

## **Course Rationale**

In 2009, Missouri Senate Bill 291 established the “School Flex Program” as an incentive for students to stay in school part-time while continuing to work towards a diploma. Students who hold a junior or senior standing can benefit substantially from a school-directed and supervised paid learning experience that cannot be readily provided within a regular classroom setting – experiences that can be made available through assignment to off-campus locations under cooperative arrangements with business and industry or other institutions.

## **Course Description**

Cooperative Career Education is a career and technical education program based on the cooperative education method of instruction. The program should serve students with a wide variety of career interests, including careers not traditionally considered “vocational”. Academic study is combined with paid supervised employment in a career area of interest. The employment is planned and supervised by the school in cooperation with a business or industry. A formalized agreement between all cooperating parties specifies the role each is to play as part of the program. A written plan of instruction details the knowledge and skills to be mastered. The teacher-coordinator responsible for the program conducts periodic communication with the student’s employer in order to better correlate classroom instruction with employment skills, and to complete evaluations of the student’s performance which are supplemented by employer evaluations. Credit is awarded for the classroom instruction and for the on-the-job experience in compliance with Knox County R-1 School District Policies. The program is open to high school seniors as a practical arts elective for one semester during their senior year.

## **School Flex Program Student Objectives**

1. Development of occupational competence.
2. Development of higher level, transferable knowledge and skills related to careers.
3. Development of core academic skills through application in the workplace.
4. Development of career knowledge & awareness.

## **Missouri Department of Elementary & Secondary Education Guidelines**

*Cooperative Career Education Programs* involve students enrolled in approved cooperative career education. The primary goal is authentic assessment of the application of academic and occupational skills. Programs must meet the common program standards established and approved by the Division of

Career Education. The program provides structured work experience in a controlled environment, coupled with related vocational and academic instruction.

*Related Instruction:* Students must be enrolled in an approved career education program with classes which are concurrent with the off-campus experience. The related instruction may be less frequent than daily, but must comply with the approved program standards.

*Credit:* Elective credit. One-half unit of credit per semester may be awarded for 10-19 hours weekly of off-campus experience, or one unit of credit per semester for 20 or more hours weekly of off-campus experience. No more than two units of credit may be awarded during any school year for the off-campus experience.

*Teacher Qualifications:* The program must be under the supervision of a teacher certificated for cooperative education in the career education program area.

*Written Plans:* There must be a written instructional plan which sets forth specific learner objectives, an evaluation plan for student performance, and a training agreement signed by all parties involved.

*Student Pay:* Students must receive pay. The employment relationship must be established for off-campus experience as part of cooperative education programs.

## **Knox County High School Flex Program Guidelines**

**Eligibility Requirements:** Students eligible to enroll in the Knox County High School Flex Program must:

1. Be of *junior* or *senior* standing academically and on track to graduate with their cohort.
2. Maintain a cumulative grade point average of 2.5 on a 4.0 scale
3. Maintain a 90% attendance rate or higher.
4. Have no major discipline infractions or suspensions on record.
5. Be enrolled in a course which corresponds with the flex program job placement.

***For example:*** A student enrolled in an Agriculture Education class may be permitted to work in a number of fields related to that specific area of study.

6. Arrange employment with an employer inside the Knox County R-1 School District ***before*** the start of the participating semester.
7. Meet with the high school principal during the semester prior to the participating semester in order to discuss these qualifications and determine eligibility for the program.

**Flex Program Procedures:**

1. Participating students will be assigned a supervising teacher certified in the corresponding content area who will:
  - a. Provide the participating student with copies of the student/supervisor/parent agreement along with other necessary paperwork which must be submitted *prior to* the student leaving school to attend work.
  - b. Be responsible for work turned in weekly by students throughout the length of the program (See Appendix).
  - c. Communicate periodically with students and site supervisors to review student progress and growth within the program. Communication may include site visits, phone conversations, and e-mail or other methods of electronic correspondence.
  - d. Submit quarterly and semester grades based upon student work and site supervisor evaluations.
2. Students will attend the first five (5) periods of the regular school day.
3. Students will eat lunch at school during the 5<sup>th</sup> hour lunch period.
4. Students will sign-out of school in the high school office immediately following the 5th hour and travel directly to their place of work.
5. Students must provide their own transportation to the workplace. Before a student leaves school, he/she must have a signed transportation agreement on file with the high school office.
6. The workplace will be considered an extension of the classroom, therefore, appropriate classroom behavior is expected while at the student's workplace. Part-time students will be governed by the same rules & regulations that apply to regularly enrolled students.
  - a. Once the student has arrived at work, they are to stay at their workplace until their daily hour requirements have been fulfilled.
  - b. Students are to comply with all rules brought forth by individual supervisors and places of employment.
  - c. Students are to refrain from the use of alcohol, tobacco, and drugs while participating in the Knox County Flex Program.

***Students who are in violation of any of these rules are subject to disciplinary action up to and including after-school detention, Saturday detention, out-of-school suspension, and/or dismissal from the Knox County High School Flex Program.***

Appendix

**Knox County High School**  
*School Flex Program*

***EXPECTATIONS FORM***

Student's Name \_\_\_\_\_

Respond to the following questions in complete sentences.

1. What field(s) are you interested in pursuing for your flex program? Why?

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2. What do you hope to gain throughout your employment experience?

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3. Have you considered a workplace location and transportation requirements? If so, please explain.

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4. In what ways will your work placement impact your future career choice?

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**Knox County High School**

# School Flex Program

## *PERMISSION FORM*

Student's Name: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Site Supervisor email: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Site Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Site Telephone Number : (\_\_\_\_) \_\_\_\_ - \_\_\_\_

The above named student will be participating in School Flex Program for  
the 2020-2021 academic school year for the purpose of enhancing his/her educational experience.

Student Signature & Date:

\_\_\_\_\_

Parent/Guardian Signature & Date:

\_\_\_\_\_

Internship Site Supervisor Signature & Date:

\_\_\_\_\_

Program Coordinator Signature & Date:

\_\_\_\_\_

# Knox County High School

## School Flex Program

### TIME – LOG:

Student's Name: \_\_\_\_\_

Site Name: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

#### Flex Program Time-Log

	Monday	Tuesday	Wednesday	Thursday	Friday
DATE					
TIME IN					
TIME OUT					
SITE SUPERVISOR OR INITIALS					

Student Signature & Date:

\_\_\_\_\_

\*\*\*\* It is the student's responsibility to notify the site supervisor and High School Principal of all absences; including sickness and school activities, prior to the scheduled internship time. \*\*\*\*



# Knox County High School

## School Flex Program

### Flex Program Point Structure

*Please review point structure expectations with your assigned FLEX teacher.*

**\*Weekly time log 10 pts each (due each Monday)**

- Starting \_\_\_\_\_

**\*Weekly reflection journal 10 pts each (due each Monday)**

- Starting \_\_\_\_\_

**\*Supervisor evaluation 100 pts (Grade will be based on supervisor evaluation score)**

**Due Dates for Evaluation:**

*October (End of 1<sup>st</sup> Quarter)*

*December (End of 2<sup>nd</sup> Quarter)*

*March (End of 3<sup>rd</sup> Quarter)*

*May (End of 4<sup>th</sup> Quarter)*

**\*Full credit will only be given for assignments turned in on or before the due date!**

# Site Supervisor Evaluation Form

Please fill out and feel free to comment. Grade students as if you were a teacher in the following categories:

1. ATTENDANCE A B C D F

Is the student at the job when they are supposed to be?

2. TARDINESS A B C D F

Is the intern always on time?

3. NEATNESS A B C D F

Does the intern dress appropriately?

4. POSITIVE ATTITUDE A B C D F

Does the intern exhibit a good attitude toward their individual job?

5. INTERPERSONAL A B C D F

Does the intern get along with all fellow workers and supervisors?

6. ATTENTIVENESS A B C D F

Does the intern show a willingness to listen and learn?

7. WORK ETHIC A B C D F

Does the employee give full effort when completing tasks?

**\*\*Please use this space to comment on the intern.\*\***

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Site Supervisor

Date

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Student Signature

Date

# Knox County High School

## Junior & Senior Flex Program

Students will be given weekly reflection prompts by their supervising classroom teacher. The students may submit a weekly reflection answering the week's prompt either electronically or in writing to the supervising classroom teacher. The length of each reflection response required will be decided by each supervising classroom teacher. The scoring guide below will be used to evaluate each reflection response.

### REFLECTION JOURNAL RUBRIC

Criteria	5 Points	4 Points	3 Points	2 Points
<b>Main Idea Topic Sentence &amp; Supporting Details</b>	Strong main idea/topic sentence is clear, and is restated in the closing sentence. Each reflection has five or more supporting detail sentences that relate to the main idea.	Adequate main/idea topic sentence is reinstated in the closing sentence. Each reflection has three supporting detail sentences that relate to the main idea.	Main idea/topic sentence is unclear, is weakly restated in the closing sentence. Each reflection has two supporting detail sentences that relate to the main idea.	Main idea/ topic sentence is unclear and is not restated in the closing sentence. Each reflection has no supporting detail sentences that relate to the main idea.
<b>Neatness</b>	Legibly written with no distracting errors.	Legibly written, easy to read with 1-2 distracting errors.	Several distracting errors that make portions difficult to read.	Many distracting errors making it illegible.



# Knox County High School

## School Flex Program

### Individualized Transportation Agreement

Students participating in the Knox County High School Flex Program will be involved in activities off of the Knox County R-1 High School campus. In order to take part in this program, it will be necessary for students to provide their own transportation between the High School campus and their individual off-campus workplace.

I give permission for my student, \_\_\_\_\_, to provide their own transportation from Knox County High School to locations where they participate in Knox County High School Flex Program activities

**PARENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_